

LODGING AND TRAVEL
AWOC WORKSHOP
NORMAN, OK

Accounting Code: The accounting code for your travel orders and travel voucher is

Organization: 20-02-0000-06-92-00-00, Project and Task: B8M42LNX PDS

Please mail or fax a copy of your completed travel voucher to:

Warning Decision Training Branch
Attn: Linda Curtis
3200 Marshall Ave., Suite 202
Norman, OK 73072
Fax: (405) 573-3462

Lodging: Lodging accommodations will be at the National Center for Employee Development (NCED). The NCED is a state of the art facility housing the training facilities for the U.S. Postal Service. The NCED Housing Facility is located at 2801 E. State Hwy 9, Norman, OK. The telephone number where you can be reached while staying at the NCED is: 405.447.9000. There is no need to make individual reservations for your training; the Warning Decision Training Branch will make all reservations.

Airport Transportation: Airport transportation is available for participants who are staying at the USPS NCED Housing Facility. **Individuals must call 800.682.4560 at least 24 hours in advance** to make reservations for transportation. To locate the Marriott/NCED shuttle at the airport, go to the lower level of the terminal. Upon exiting the terminal, the Marriott/NCED shuttle vans will be located at the Courtesy Van section of the center island. "Marriott/TTC Shuttle" is displayed on the sides of the shuttle vehicles. The transportation cost for each participant to/from the Will Rogers World Airport is \$20.00 each way. This charge will be posted to your room.

Transportation while attending Training: Transportation to and from the hotel and WDTB's offices will be provided by the NCED. The shuttle will depart the NCED each morning at 7:30 am and return in the evening at 5:00 pm. A shuttle will transport all students to NCED for lunch unless students desire to make other arrangements. **Rental cars are not authorized to be paid by WDTB funds.** The NCED offers shuttle service to various venues within the Norman/Oklahoma City area to include several local malls, downtown Oklahoma City and Bricktown. A nominal fee may be charged to some locations. Information on the shuttle service may be obtained at the front desk.

Travel/Training Dates: Travel dates are Monday and Friday of each workshop. The workshop begins at 8:00 am and ends at 5:00 pm on Thursday of each workshop. During training hours, you may be reached at 405.573.3321. Phone messages will be left at the front desk. If an emergency telephone message is received, students will be contacted immediately.

Student Information: Please complete the attached student information sheet and email it to: linda.j.curtis@noaa.gov

We look forward to your arrival in Norman and at WDTB and hope to make this a pleasurable experience for you. If you have any further questions or problems, please contact Linda Curtis at 405.573.3321.